

eFileAZ – Limited Jurisdiction eFiling New Case – Self-Represented Plaintiff – Small Claims

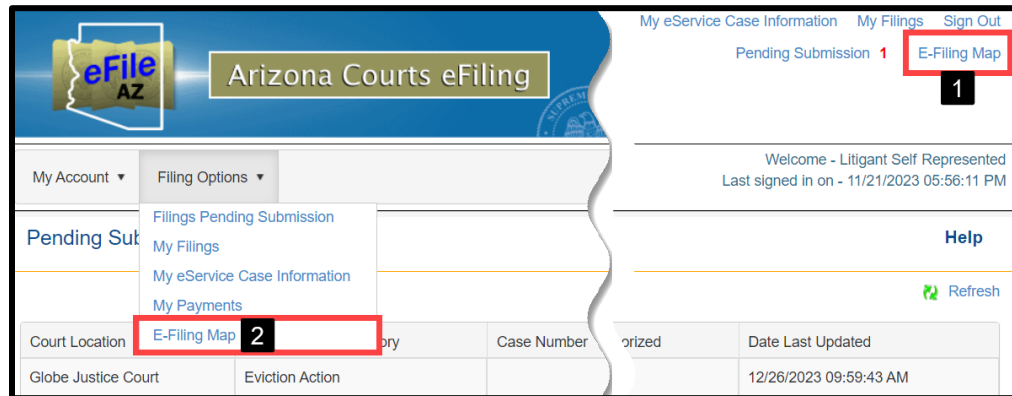
eFileAZ is an eFiling application that is used to submit documents to a court. **eFileAZ does NOT assist with document preparation.** The only system-generated document is the summons, which will include the required notice to plaintiff and defendant. All other documents must be prepared outside of eFileAZ and uploaded into eFileAZ. Small Claims forms are available at https://www.azcourts.gov/selfservicecenter/Small_Claims/Forms. Additional informational resources are available at <https://www.azcourts.gov/selfservicecenter/Topics>.

If the submission will include a **Fee Waiver/Deferral Application**, see the **Civil - Small Claims - File a New Case with an Application for a Fee Waiver or Deferral** reference guide for self-represented litigants, available at <https://www.azcourts.gov/efilinginformation/Training/eFileAZ-Training/LJ>.

System Limitations for Uploaded Documents

1. Accepted document file formats
 - a. **Lead documents** are documents that will receive an electronic filed stamp (*e.g., the **complaint** is a lead document*)
 - i. All lead documents MUST be: **.pdf, .docx, or .odt**
 - b. **Connected documents** are documents that will NOT receive an electronic filed stamp because they are related to another document that will receive a filed stamp (*e.g., exhibits/attachments to the complaint, proposed orders, and proposed hearing notices are connected documents*)
 - i. **Exhibits/attachments** MUST be: **.pdf, .docx, or .odt**
 - ii. **All proposed documents** MUST be: **.docx or .odt**
2. Document file names should NOT include a comma, apostrophe, or other special characters
 - a. Punctuation and special characters may prevent the submission from being successfully transmitted to the court
3. Each document file size should NOT be larger than **9.5 MB**
 - a. **To reduce the file size of scanned documents**, (1) update the scanner settings so the maximum resolution is **300 dpi** and/or (2) [use a pdf compressor tool](#)
4. The total file size of all documents (uploaded and system-generated) included in a submission should NOT be larger than **100 MB**
 - a. **If the file size of the entire submission exceeds 100 MB**, the submission may fail to be successfully transmitted to the court

1. Log in to eFileAZ: <https://efile.azcourts.gov>
2. The E-Filing Map will be displayed by default, EXCEPT when the user has a pending submission
 - a. **If the user has a pending submission**, the Pending Submission folder will be displayed by default
 - i. **To access the eFiling Map**, (1) select the **E-Filing Map link** in the upper right corner of the page **or** (2) select **E-Filing Map** from the **Filing Options** drop-down menu (*to access the drop-down menu, hover over Filing Options*)



3. From the **Select the Level of court** drop-down menu, select **Limited Jurisdiction Court** > From the **Select the court** drop-down menu, select a **county** > From the **Select the precinct** drop-down menu, select a **Justice Court** > Select **I would like to file a new case in my selected court** > Select the **File Now** button

4. *The New Case screen will open, and the Filer tab will be selected by default* > The user will navigate through **six tabs**: (1) **Filer**; (2) **Case Information**; (3) **Case Participants**; (4) **Documents**; (5) **Fees and Payments**; and (6) **Review and Submit**

- The title of the **currently selected tab** will appear in **black text**
Note: in the screenshot above, the selected tab is **Filer**
- All fields marked with a red asterisk (*) are **required**
- To **navigate between tabs**, always use the **Next button** at the bottom of the screen
 - Do **NOT** navigate between tabs by (1) selecting a **tab header**, (2) selecting the **Back button** at the bottom of the screen, or (3) using the **web browser's back/forward buttons**
 - These actions may cause data problems within the submission, which can ultimately result in the submission failing to be delivered to the court*
 - If **any update on a previous tab** is needed, **continue moving forward** with the submission until the **opportunity to revise is provided on the Review and Submit tab**

5. Filer Tab

- The **Submitting on Behalf of** field is **automatically populated** with the name that exists in the **User Details of the account profile**

- b. The **Submitted by** fields are **automatically populated** with the information that exists in the User Details of the account profile
- i. To update any information, **hover over My Account** and a drop-down menu will open > Select **My Profile** > If a pop-up window opens and advises that changes will not be saved, select the **Leave button** (a new submission will need to be created after the User Details are updated) > The My Profile page will open and display the **User Details tab** by default > **Update** information, as needed > Select the **Update button** > [Return to step 2\(a\)\(i\)](#) to create a new submission

The screenshot shows the 'My Account' dropdown menu with 'My Profile' highlighted. Below the menu, the 'User Details' tab is active, displaying fields for Jurisdiction (Limited Jurisdiction Courts), Location (Gila County Justice Courts), Category, Case Category, Case #, Case Title, and EFSP Filing ID (Not Saved). Navigation tabs include Filer, Case Information, Case Participants, Documents, Fees and Payments, and Review and Submit. A note at the bottom indicates 'Submitting on Behalf of (Person responsible)' with 'Self Represented, Litigant' selected.

- c. Select the **Next button** > The Case Information tab will open

6. Case Information Tab

The screenshot shows the 'Case Information' tab with the following fields and options:

- A** Court Level/Jurisdiction: Limited Jurisdiction Courts; Court Location: Gila County Justice Courts
- Precinct: Globe Justice Court
- B** General Case Category: Small Claims
- Case Category: Small Claims
- Case Sub-Category: Small Claims
- C** I or the party(s) I represent for this submission are requesting a fee waiver or deferral.: Yes No. To obtain copies of the fee waiver and deferral application forms, please visit: [E-Filing Forms \(azcourts.gov\)](http://E-Filing Forms (azcourts.gov))
- D** Your Reference Number (Optional): Your Reference Number (Optional)
- E** Claim Amount: ClaimAmount
- F** Is an Interpreter Needed: Yes No
- If Yes Specify Language: [Dropdown]; Other Language: Other Language

At the bottom, there is a 'Next' button and a 'G' button.

- a. The **Court Level/Jurisdiction**, **Court Location**, and **Precinct** fields are *automatically populated* with the information that was previously selected from the E-Filing Map

* Court Level/Jurisdiction: Limited Jurisdiction Courts
 * Court Location: Gila County Justice Courts
 * Precinct: Globe Justice Court

- The **Court Level/Jurisdiction** **CANNOT** be modified
 - The **Court Location** **may be modified** by selecting a different county from the drop-down menu
 - The **Precinct** **may be modified** by selecting a different court from the drop-down menu
- b. From the **General Case Category** drop-down menu, select **Small Claims** > From the **Case Category** drop-down menu, select **Small Claims** > The **Case Sub-Category** field will be *automatically populated* with **Small Claims**

* General Case Category: Small Claims
 * Case Category: Small Claims
 * Case Sub-Category: Small Claims

- c. For the **I** or the **party(s)** I represent for this submission are requesting a fee waiver or deferral field, **No** is selected by default
- If the submission will include an Application for a Fee Waiver or Deferral, see the **Civil - Small Claims - File a New Case with an Application for a Fee Waiver or Deferral** reference guide for self-represented litigants, available at <https://www.azcourts.gov/efiling/information/Training/eFileAZ-Training/LJ>
- d. The **Your Reference Number** free-text field is NOT a required field and is intended for attorneys to track client matter numbers; information entered in this field is only retained within eFileAZ and will not be displayed on documents

Your Reference Number (Optional):

- e. In the **Claim Amount** field, only enter **numerals** and **decimals** (the dollar sign and commas will be automatically populated)

* Claim Amount: \$1,700.00

- This information should reflect the amount of monetary relief being requested in the complaint

- f. For the **Is an Interpreter Needed** field, **No** is selected by default
- i. **If a plaintiff will require the assistance of an interpreter during court proceedings**, select **Yes** > *The **If Yes Specify Language** drop-down menu will be activated* > Select the **Language**

- A. *If the needed language is not available in the drop-down menu*, select **Other Language** > *The Other Language free-text field will be activated* > Enter the **language**
- g. Select the **Next button** > *The Case Participants tab will open*

7. Case Participants Tab

- a. **The information for each plaintiff and each defendant named in the complaint must be entered**

i. Side 1 – Plaintiff(s)

- A. Select the **Add Party to Attorney-Party Team** link

1. *The Add Case Participant pop-up window will open*
 - a. **If the plaintiff is an individual person**, use the following steps:
Note: *if the plaintiff is a business entity and an authorized business representative is filing the documents, [see step 7\(a\)\(i\)\(A\)\(1\)\(b\)](#)*

- i. The **Party Role** field will be automatically populated as **Plaintiff**
- ii. The **Type** field will be automatically populated as **Person**
- iii. To automatically populate the remaining fields with the information that exists within the User Details of the account profile, select the **Copy From Filer link** > The **checkbox for Representing Self** will be automatically selected
 - A. **Name fields must NOT contain a special character** (e.g., ' - / & + () ")
 - B. Any information may be modified, but for the information to be correctly, automatically populated for future submissions, update the User Details of the account profile ([see step 5\(b\)\(i\)](#))
- iv. Select the **Save button** > The pop-up window will close

- A. The plaintiff's name and address will be displayed on the Case Participants tab
- B. To add additional Plaintiffs, select the **Add New Attorney-Party Team to Side 1 Plaintiff(s) link** > The Add Case Participant pop-up window will open
Note: if additional plaintiffs do not need to be added, [skip to step 7\(a\)\(ii\)](#)

Add Case Participant

1 Party Role: Plaintiff

2 Type: Person Organization Representing Self

* First: Middle: * Last: Suffix

3 Full Legal Name: Second Middle Name Plaintiff

Alias Type/Alias Name: Select Alias

Primary Email: Primary Email

3 Address 1/2: 1501 West Washington Street Suite 410

Country/City: UNITED STATES Phoenix

State/ Zip Code: Arizona 85007

Phone # (Format ###-###-####): Phone Number Format ###-###-#### Extension:

4 Save Cancel

1. The **Party Role** field will be automatically populated as **Plaintiff**
2. The **Type** field will be automatically populated as **Person**
3. Enter the additional plaintiff's **Name** and **Address**
Note: do NOT enter a special character (e.g., ' - / & + () ")
4. Select the **Save button** > The pop-up window will close, and the additional plaintiff will be displayed on the Case Participants tab

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
<p> Attorney-Party Team</p> <p> First Plaintiff 1501 West Washington Street Suite 410 Phoenix AZ 85007 US</p> <p>Add Party to Attorney-Party Team</p>	<p>Add Attorney to Attorney-Party Team</p>
<p> Attorney-Party Team</p> <p> Second Plaintiff 1501 West Washington Street Suite 410 Phoenix AZ 85007 US</p> <p>Add Party to Attorney-Party Team</p>	<p>Add Attorney to Attorney-Party Team</p>
<p>Add New Attorney-Party Team to Side 1 Plaintiff(s)</p>	

- b. If the plaintiff is a business entity and an authorized business representative is filing the documents, use the following steps:

- i. The **Party Role** field will be automatically populated as **Plaintiff**
- ii. The **Type** field will be automatically populated as **Person** > Select **Organization**
- iii. In the **Organization Name** field, enter the **business entity's legal name**
Note: do NOT enter a special character (e.g., ' - / & + () ")
 - A. If the business entity regularly operates under another name, from the **Alias Type** drop-down menu, select the **appropriate option** > In the **Alias free-text field**, enter the **alternate business name**
- iv. From the **Type** drop-down menu, select the **appropriate type of legal business organization**
- v. Enter the **Business's Address**
- vi. Select the **Save button** > The pop-up window will close, and the plaintiff's name and address will be displayed on the Case Participants tab

ii. **Side 2 – Defendant(s)**

A. Select the **Add Opposing Case Participants** link

Side 1 Plaintiff(s)

Party Name and Contact Information	Attorney Name and Contact Information
<ul style="list-style-type: none"> Attorney-Party Team Litigant Self Represented 1501 West Washington Street Suite 410 Phoenix AZ 85007 US <p>Add Party to Attorney-Party Team</p>	<p>Add Attorney to Attorney-Party Team</p>
<p>Add New Attorney-Party Team to Side 1 Plaintiff(s)</p>	
<p>Add Opposing Case Participants</p>	

1. The *Select Side Party Role* pop-up window will open, and *Defendant* will be selected by default > Select the **Save** button

Select Side Party Role

* Side Party Role: Defendant

Save **Cancel**

- a. The *Add Case Participant* pop-up window will open

- i. **If the defendant is an individual person**, use the following steps:

Note: if the defendant is a business entity, [see step 7\(a\)\(ii\)\(A\)\(1\)\(a\)\(ii\)](#)

Add Case Participant

A * Party Role: Defendant

B * Type: Person Organization Representing Self

* First: Middle: * Last: Suffix:

C Full Legal Name: First: Middle Name: Alleged Debtor:

Alias Type/Alias Name: Alias:

Primary Email:

D Address 1/2: Address 2:

Country/City: UNITED STATES Phoenix

State/ Zip Code: Arizona 85007

Phone # (Format ###-###-####): Phone Number Format ###-###-#### Extension:

E **Save** **Cancel**

- A. The **Party Role** field will be automatically populated as **Defendant**
- B. The **Type** field will be automatically populated as **Person**
- C. Enter the defendant's **Name**
Note: do **NOT** enter a special character (e.g., ' - / & + () ")
- D. If known, enter the defendant's **Address**







E. Select the **Save button** > *The pop-up window will close*

1. The defendant's name and address will be displayed on the Case Participants tab
2. To add additional defendants, select the **Add New Attorney-Party Team to Side 2 Defendant(s)** link > *The Add Case Participant pop-up window will open (return to step 7(a)(ii)(A)(1)(a)(i)(A))*

ii. If the defendant is a business entity, use the following steps:

- A. The **Party Role** field will be automatically populated as **Defendant**
- B. The **Type** field will be automatically populated as **Person** > Select **Organization**

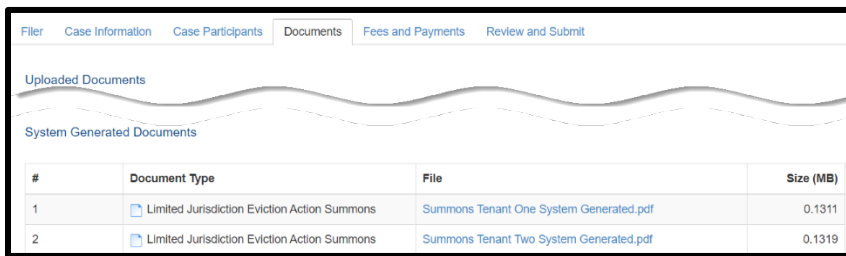
- C. In the **Organization Name** field, enter the **business entity's legal name**
Note: do NOT enter a special character (e.g., ' - / & + () " ")
1. **If the business entity regularly operates under another name**, from the **Alias Type** drop-down menu, select the **appropriate option** > In the **Alias free-text field**, enter the **alternate business name**
- D. From the **Type** drop-down menu, select the **appropriate type of legal business organization**
- E. If known, enter the **business's Address**
- F. Enter the **name** of the **business's statutory agent** or **business representative** that will receive service of documents
Note: do NOT enter a special character (e.g., ' - / & + () " ")
1. In the **drop-down menu** to the right of the Name, Title free-text field, select an **appropriate role**
- G. Enter the **address** for the **business's statutory agent** or **business representative** that will receive service of documents
- H. Select the **Save button** > *The pop-up window will close, and the defendant's name and address will be displayed on the Case Participants tab*

Side 1 Plaintiff(s)	
Party Name and Contact Information	Attorney Name and Contact Information
  Attorney-Party Team  Litigant Self Represented 1501 West Washington Street Suite 410 Phoenix AZ 85007 US Add Party to Attorney-Party Team	Add Attorney to Attorney-Party Team
Add New Attorney-Party Team to Side 1 Plaintiff(s)	
Side 2 Defendant(s)	
Party Name and Contact Information	Attorney Name and Contact Information
  Attorney-Party Team  Alleged Business Debtor 1501 West Defense Drive Phoenix AZ 85007 US Add Party to Attorney-Party Team	Add Attorney to Attorney-Party Team
Add New Attorney-Party Team to Side 2 Defendant(s)	

- To update a party's information, in the **Party Name and Contact Information** column, select the appropriate **party name/address link** > *The Edit Case Participant pop-up window will open* > **Update** the information, as needed > Select the **Save button**
- After each plaintiff and each defendant named in the complaint have been correctly added, select the **Next button** > *The Documents tab will open*

8. Documents Tab

a. System Generated Documents

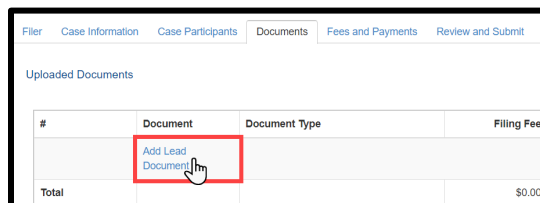


#	Document Type	File	Size (MB)
1	Limited Jurisdiction Eviction Action Summons	Summons Tenant One System Generated.pdf	0.1311
2	Limited Jurisdiction Eviction Action Summons	Summons Tenant Two System Generated.pdf	0.1319

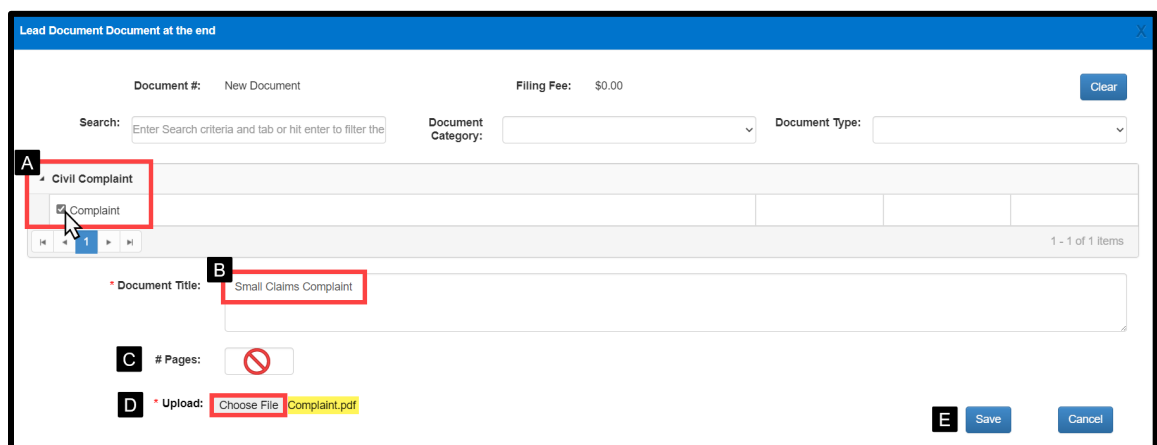
- i. A summons will be system-generated for each defendant
- ii. The system-generated summons **CANNOT be edited or deleted**
 - A. **If a defendant's information is incorrect**, the information entered on the **Case Participants tab** must be updated ([see step 7\(b\)](#))
- iii. The system-generated summons is NOT issued (*i.e., signed and sealed*) UNTIL the clerk has accepted/filed the submission
 - A. **15 to 30 minutes AFTER the submission is ACCEPTED/FILED**, a copy of each issued **summons will be available for retrieval from eFileAZ**

b. Uploaded Documents

- i. **To upload a lead document**, select the **Add Lead Document link** > A *Lead Document pop-up window will open*



#	Document	Document Type	Filing Fee
	Add Lead Document		
Total			\$0.00



Lead Document Document at the end

Document #: New Document Filing Fee: \$0.00 Clear

Search: Enter Search criteria and tab or hit enter to filter the Document Category: Document Type:

A Civil Complaint

Complaint

B * Document Title: Small Claims Complaint

C # Pages:

D * Upload: Choose File Complaint.pdf

E Save Cancel

- A. **Document Type:** select the **checkbox** next to the Complaint document type

B. **Document Title:** **TYPE in a title**, which should match the complaint's caption/title

1. **Do NOT copy and paste** text into this field because **it may cause the submission to FAIL** to be successfully transmitted to the court
2. **Do NOT use any special characters** (e.g., ', & # \$! % *) in this field because **it may cause the submission to FAIL** to be successfully transmitted to the court

C. **# Pages:** **LEAVE BLANK**

1. **Do NOT enter numerals** in this field because **it may cause the submission to FAIL** to be successfully transmitted to the court

D. **Upload:** select the **Choose File button** (depending on the web browser, it may be a **Browse button**) > A file explorer pop-up window will open > Select a **file** > Select **Open** > The file explorer pop-up window will close, and the selected file name will be displayed to the right of the Choose File button

E. Select the **Save button**

1. The Lead Document pop-up window will close, and the uploaded complaint will be displayed on the documents tab

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
1	Insert Lead Document	Small Claims Complaint	\$0.00	\$0.00	0	C:\fakepath\Complaint.pdf	0.1352

ii. **To attach a connected document to the lead document**, select the **Add Connected Document link** > An Add Connected Document to Lead Document pop-up window will open

#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
1	LEAD Insert Lead Document	Small Claims Complaint	\$0.00	\$0.00	0	C:\fakepath\Complaint.pdf	0.1352

Add Connected Document to Lead Document Civil Complaint Complaint

Document #: New Document Filing Fee: \$0.00

Search: Enter Search criteria and tab or hit enter to filter the Document Category: Document Type:

A Miscellaneous Exhibit/Attachments

Proposed Hearing Proposed Hearing

Proposed Order Proposed Order

Document Title: **B** Exhibits to Complaint

C # Pages:

D Upload: Attachment.pdf

E

- A. **Document Type:** select the **checkbox** next to the appropriate document type
- B. **Document Title: TYPE in a title**, which should match the document's caption/title/contents
1. **Do NOT copy and paste** text into this field because **it may cause the submission to FAIL** to be successfully transmitted to the court
 2. **Do NOT use any special characters** (e.g., ', & # \$! % *) in this field because **it may cause the submission to FAIL** to be successfully transmitted to the court
- C. **# Pages: LEAVE BLANK**
1. **Do NOT enter numerals** in this field because **it may cause the submission to FAIL** to be successfully transmitted to the court
- D. **Upload:** select the **Choose File button** (depending on the web browser, it may be a **Browse button**) > A file explorer pop-up window will open > Select a **file** > Select **Open** > The file explorer pop-up window will close, and the selected file name will be displayed to the right of the Choose File button
- E. Select the **Save button** > The Add Connected Document pop-up window will close

Uploaded Documents							
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document						
1	LEAD Remove	Small Claims Complaint	\$0.00	\$0.00	0	C:\fakepath\Complaint.pdf	0.1352
1	Connected Remove	Exhibits to Complaint	\$0.00	\$0.00	0	C:\fakepath\Attachment.pdf	0.1262
	Add Connected Document						
	Insert Lead Document						

1. The uploaded connected document will be displayed on the documents tab
 2. To add additional connected documents, select the **Add Connected Document link** > [Return to step 8\(b\)\(ii\)\(A\)](#)
- c. Documents may be **previewed**, **updated**, or **removed** before the submission is transmitted to the court
- Note:** system-generated documents may only be previewed

Uploaded Documents							
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document						
1	LEAD Remove	Small Claims Complaint	\$0.00	\$0.00	0	C:\fakepath\Complaint.pdf	0.1352
	Connected Remove	Exhibits to Complaint	\$0.00	\$0.00	0	C:\fakepath\Attachment.pdf	0.1262
	Add Connected Document						

- i. **To preview an uploaded document or system-generated document**, select the **link** in the **File column** > *A new tab/window will open and display the document*
- ii. For uploaded documents, **to replace the uploaded document or update the entered document title**, select the **link** in the **Document Type column** > *The Edit Document pop-up window will open*
 - A. **To replace the uploaded document**, select the **Choose File button** (depending on the web browser, it may be a **Browse button**) > *A file explorer pop-up window will open* > Select a **file** > Select **Open** > *The file explorer pop-up window will close, and the previous document will be replaced with the newly selected document*
 - B. **To update the document title, TYPE in a title**, which should match the document's caption/title/contents, and **do NOT enter any special characters**
- iii. **To remove an uploaded document**, select the appropriate **remove link** > *A pop-up message will open* > Select the **OK button** > *The document will be removed from the submission*
Note: removing a lead document will also automatically remove its connected documents
- d. The filing fees and application fees are NOT displayed on the documents tab (*\$0.00 will be displayed*); however, the costs will be displayed on the Fees and Payments tab ([see step 9](#))

Uploaded Documents							
#	Document	Document Type	Filing Fee	Application Fee	Pages	File	Size (MB)
	Insert Lead Document						
1	LEAD Remove	Small Claims Complaint	\$0.00	\$0.00	0	C:\fakepath\Complaint.pdf	0.1352
	Connected Remove	Exhibits to Complaint	\$0.00	\$0.00	0	C:\fakepath\Attachment.pdf	0.1262
	Add Connected Document						

- e. After all case initiating documents have been uploaded, select the **Next button** > *The Fees and Payments tab will open*

9. Fees and Payments Tab

- a. The Fees and Payments tab (1) displays the costs for filing and application fees and (2) provides payment options

Filing Fees **1**

#	Description	Filing Fee	Application Fee
1	New Case Small Claims - Small Claims	\$45.00	\$6.50
2	Summons First Alleged Debtor System Generated	\$0.00	\$0.00
3	Summons Second Alleged Debtor System Generated	\$0.00	\$0.00
4	Small Claims Complaint	\$0.00	\$0.00
	Total	\$45.00	\$6.50

There will be a 3% payment processing fee added to this total at the time of payment.

Payment Options **2**

You must select ONE option. Total Amount Owed: \$51.50

A) Electronic payment at payment site

B) Fee-exempt agency
If you are employed by a fee-exempt agency and this box was not automatically checked, please notify the AOC Support Center.

C) I represent only fee-exempt parties in this case (e.g. state, county, city, town, or political subdivision).

Back Next

i. Costs for Filing and Application Fees

#	Description	Filing Fee	Application Fee
1	New Case Small Claims - Small Claims	\$45.00	\$6.50
2	Summons First Alleged Debtor System Generated	\$0.00	\$0.00
3	Summons Second Alleged Debtor System Generated	\$0.00	\$0.00
4	Small Claims Complaint	\$0.00	\$0.00
	Total	\$45.00	\$6.50

There will be a 3% payment processing fee added to this total at the time of payment.

- A. The filing fee and the application fee are attached to the **New Case Description**
- Justice Court Filing Fees are governed by [A.R.S. § 22-281](#)
 - Additional **local fees vary between counties**; contact the appropriate clerk's office for additional information about a county's fee schedule
- B. The actual cost of the **3% payment processing fee** is NOT displayed on the Fees and Payments tab; however, it will be displayed on the **nCourt payment page** ([see step 11](#))
- C. **The application fee is NOT refundable**: this includes the application fee and its associated 3% payment processing fee
- If the clerk does NOT accept the submission due to a deficiency**, the filing fee and its associated 3% payment processing fee are refunded (but NOT the application fee and its associated 3% payment processing fee)

b. Payment Options

Payment Options

You must select ONE option. Total Amount Owed: \$51.50

A) Electronic payment at payment site

B) Fee-exempt agency
If you are employed by a [fee-exempt](#) agency and this box was not automatically checked, please notify the [AOC Support Center](#).

C) I represent only fee-exempt parties in this case (e.g. state, county, city, town, or political subdivision).

- i. Select option **A) Electronic payment at payment site**
- ii. If an exemption option is inappropriately selected, then the clerk may NOT accept the submission, which means that a case will NOT be created and the documents will NOT be added to an official court record

- c. Select the **Next button** > *The Review and Submit tab will open*

10. Review and Submit Tab

- a. *The Review and Submit tab will display information that was entered on each tab* > **Review** the contents of the submission before continuing to the payment site

Filter Case Information Case Participants Documents Fees and Payments **Review and Submit**

[Back](#) [Save All and Submit Later](#) [Confirm and Submit all Now](#)

The information displayed below summarizes information you have provided for this submission. Please verify and select your next action.

Please enter payment information by selecting the 'Continue to Payment Site' button below. Submission is automatically updated with payment information after completion of payment entry. You can select the 'Update Submission With Payment Information' button to update the submission with payment information if payment information is not automatically updated.

[Continue to payment Site](#)

Filer 1

Submitted by 2

Description	Data
Name	Litigant Self Represented
Address	1501 West Washington Street Suite 410 Phoenix, AZ 85007

[Revise](#) 3

- i. Each **section header** corresponds to either a **particular tab** or a **particular section within a tab**, and the entered information will be displayed under the section header
- ii. After reviewing a section and confirming the accuracy of its information, **to hide the information displayed under the section header**, select the section header to minimize the section
 - A. **To re-expand a section**, select the section header
- iii. **To update information**, select the **appropriate Revise button** > The associated **tab will open**
 - A. **When edits within a tab are completed**, to return to the Review and Submit tab, continue selecting the **Next button** that is displayed at the bottom of each tab
- iv. Select the **Continue to Payment Site button** > *The page will redirect to the nCourt Payment page*

11. nCourt Payment Page

Payment

You have elected to pay for the following item(s).

Gila County - Globe
1400 E. Ash Street, Globe, Arizona 85501

Description	Case Number	Application Fee	Filing Fee	Total
New Case Small Claims - Small Claims	New Case	\$6.50	\$45.00	\$51.50
Summons First Alleged Debtor System Generated	New Case	\$0.00	\$0.00	\$0.00
Summons Second Alleged Debtor System Generated	New Case	\$0.00	\$0.00	\$0.00
Small Claims Complaint	New Case	\$0.00	\$0.00	\$0.00
		\$6.50	\$45.00	\$51.50

Submission ID: 182839

Online Service Fee: \$1.55
Total Amount Due: \$53.05

Note: The application fee is nonrefundable

Payment Information

Credit Card | Checking/Savings Account | Saved Payment

Card Type
Select Card Type

Card Number
Enter Card Number

CVV Code
Enter CVV Code

Expiration
2022

Paid On Behalf of
Litigant Self-Represented

Billing Information

Billing address is an international address

Same As Filer's Information

Organization Name
Enter First Name

OR

First Name
Litigant

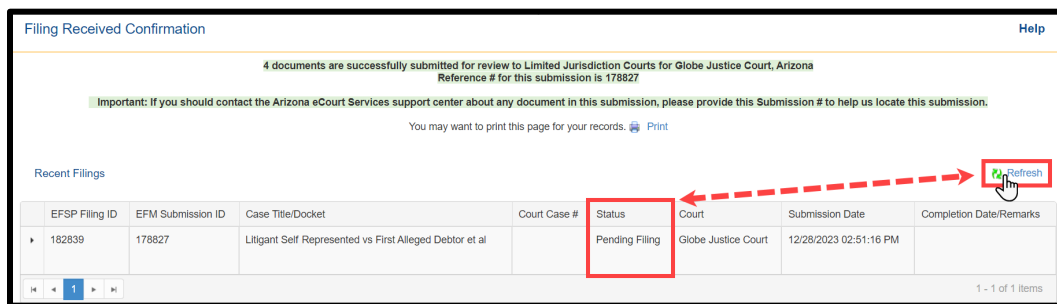
Return to e-Filing Application | Submit Payment

- The top portion of this page lists: the name and address of the court that will receive the submission; the document titles for the uploaded lead documents and the system-generated documents; the filing and application fees; the online service fee (nCourt 3% payment processing fee); the submission ID number; and the **total amount due**
- Enter the **Payment Information**
 - The **Credit Card** tab will be **selected by default**
 - To pay by an **electronic funds transfer**, select the Checking/Savings Account tab
 - To pay with a **saved payment method**, select the Saved Payment tab
 - This tab is only displayed when a **payment method has been saved within the user's account details**; for information about creating or deleting a saved payment method, see the **payment method reference guides** available at <https://www.azcourts.gov/efilinginformation/Training/eFileAZ-Training/LJ>

- c. Enter the **Billing Information**
 - i. **To automatically populate** the billing information with the name, address, phone number, and email that exist in the User Details of the eFileAZ account profile, select the **checkbox for Same As Filer's Information**
 - ii. **When a saved payment method is used**, the billing information will be **automatically populated**
- d. Select the **Submit Payment button**
 - i. If the **Return to eFiling Application button** is selected, the page will redirect to eFileAZ and the Pending Submission page will open > To access and update the submission, in the **EFSP Filing ID column**, select the **link**

12. The page will redirect to eFileAZ, and the Filing Received Confirmation page will open

- a. To verify that the submission was successfully transmitted to the court, select **Refresh** until the **status** updates to **Pending Filing**



- i. Noteworthy Statuses
 - A. **Received:** eFileAZ received the submission and is preparing to check for errors
 - B. **Validating Filing:** eFileAZ is checking the submission for errors
 - 1. If a submission is stuck in the Validating Filing status for longer than a few minutes, contact **AOC Support** for assistance (602-452-3519 or pasupport@courts.az.gov)
 - C. **Pending Filing:** the submission was successfully transmitted to the court, and the submission is pending the clerk's review

13. Email Notifications

- a. **AZ eFiling Receipt** from customerservice@nCourt.com
 - i. A receipt will be sent to the **email address that was entered on the nCourt payment page**
- b. **Submission Delivered** from noreply@courts.az.gov
 - i. A delivery confirmation email will be sent to the email address that exists in the User Details of the account profile that was used to submit the documents to the court

- ii. This notification provides a summary of the eFiled submission
 - A. Although the submission was **transmitted** to the court, the submission is **still pending the clerk's review**
- c. **Processing Completed** from noreply@courts.az.gov
 - i. This notification indicates that the clerk has processed the submission and advises whether the submission was **accepted or deficient**
 - A. **If submission was accepted**, copies of filed documents may be retrieved from eFileAZ 15 to 30 minutes after the submission's completion date/time
 - 1. For additional information about retrieving copies of filed documents, see the **Retrieve Copies of Documents** reference guide available at <https://www.azcourts.gov/efilinginformation/Training/eFileAZ-Training/LJ>
 - B. **If the submission was deficient**, the reasons that the submission was not accepted will be displayed in red text